

Gift to Agency Report

A Public Document

GIFT TO AGENCY REPORT

1. Agency Name City of Palo Alto		Date Stamp	California Form 801 For Official Use Only
Division, Department, or Region (if applicable) Development Services			
Street Address 285 Hamilton Avenue, Palo Alto CA 94301			
Area Code/Phone Number 650.329.2223	E-mail Evon.Ballash@CityofPalolto.org	<input type="checkbox"/> Amendment (explain in comment section) Date of Original Filing: _____ (month, day, year)	
Agency Contact (name and title) Evon Ballash			

2. Donor Name and Address

Individual _____ Other BIAD - Architectural Firm

Last Name	First Name	Name
No 62 Nanlish Road	Bejing	China
Address	City	State
		Zip Code
		10004

Architectural firm visited DSD to learn of our Building practices and how they vary from China

If "Other" is marked, describe the entity's business activity (if business) or its nature and interests.

If applicable, identify the name of each source and the amount(s) solicited or received by the donor for this gift:

_____	\$ _____	_____	\$ _____
Name	Amount	Name	Amount

3. Payment Information

Date and Amount of Payment (other than travel) _____ \$ _____
(month, day, year) (Round to whole dollars)

Travel Payment Information (Round to whole dollars) Location of Travel _____

_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Date(s) of Travel	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses	Total Expenses


Provide a specific description of the nature and use of the payment for official agency business:

Identify the officials for whom the payment was used:

_____	_____	_____	_____
Last Name	First Name	Title	Department/Division
_____	_____	_____	_____
Last Name	First Name	Title	Department/Division

4. Verification

I have determined that it is in the interests of the agency to accept this gift and use it for the official agency business described above.

	James Keene	City Manager	6/19/18
Signature of Agency Head or Designee	Print Name	Title	(month, day, year)

Comment: (Use this space or an attachment for any additional information.)

Chinese Silk Scroll - to be displayed at the Development Center